

September 14th, 2016



Agenda

Welcome

- Teresa Shingleton
Office of the State Controller
- Mike Zeinstra
Office of State Human Resources

Topics of Discussion

- Homework Assignments from July 18 meeting
- LOA and Separations Improvement Initiative
- Actions During Payroll Corrections – When is it Okay,
When is it Not
- Training Workgroup Updates
 - PA workgroup
 - OM workgroup



Homework Assignments from July 18

1. Review the HR/Payroll System Survey responses and email Teresa.Shingleton@osc.nc.gov with any questions to be addressed about an issue at a future meeting. This will help OSC/OSHR create agendas for future meetings.
2. If any of the following was your suggestion, please email Teresa.Shingleton@osc.nc.gov . OSC/OSHR needs to talk to you to get more information about the issue.
 - Old PA Actions stuck in SAP
 - Not all needed information is in the reports
 - Needs more "hard stops" to avoid mistakes - certain IT should not be allowed to be changed on day-to-day actions
 - Would be nice to have the short cut listed beside the name in the drop down menu
 - Would like to not have to choose country in menu
 - Time administrators: Time batch transfer errors
3. Review the CCB request list and email Teresa.Shingleton@osc.nc.gov on any you would like to discuss at the next meeting in September.



HR/Payroll Survey Results

AREA	CONCERN	ACTION UPDATE
OM	More ease in org transfer, position transfer, etc. in OM	Starting the OM workgroup
Reporting	BOBJ - still runs very slow	We're seeing quicker response times on the new hardware that went live September 6



LOA and Separations Improvement Initiative

- Quarterly metrics
- Document process template to understand number of days it takes to complete each step
- Update of OSHR memo on when LOA action is required
- Removing OSHR from approval chain

Actions During Payroll Corrections – When is it Okay, When is it Not



1269 Actions processed during	
August payroll corrections	
Leave of Absence (NC)	208
Separation (NC)	203
Reinstatement/Reemployment(NC)	154
Salary Adjustment (NC)	135
Transfer (NC)	83
New Hire (NC)	46
Promotion (NC)	26
Career Progression (NC)	19
Appointment Change (NC)	18
Reallocation (NC)	14
Suspension (NC)	8
Non-Beacon to Beacon(NC)	4
SeparationPayContinuation(NC)	4
Investigatory W/Pay (NC)	3
Cancel Salary Adjustment(NC)	3
Other Actions	341



Actions During Payroll Corrections – When is it Okay, When is it Not



- **Actions should be initiated and processed before corrections begin, which will allow you to review payroll results during the corrections period for accuracy. Actions should not be held until Payroll Corrections.**
- **Suggestions** for actions okay to be worked during Payroll Corrections
 - New Hires and Non-Beacon to Beacon with effective dates during Payroll Corrections
 - Reinstatements from Separation and LOA to allow employees to code 9500
 - Actions lowering an employee's annual salary such as Demotion, Transfer/Reassignment, Cancellation of Salary Adjustment, etc. This prevents overpayments
 - Temp to Perm actions – suggestion is to submit no later than the first day of Payroll corrections. It is preferable to work a Temp to Perm (or vice-versa) prior to a payroll finalizing to ensure the employee is moved to the correct payroll area on the effective date of the transfer. Temp to Perm actions take more time than a New Hire or Non-Beacon to Beacon as it requires the OM/PA team to work the action and the Payroll team to review the results



Actions During Payroll Corrections – When is it Okay, When is it Not



- **Suggestions** for actions that can wait
 - Separations – enter time type 9400 for the remainder of the pay period. Payouts can be paid in the next payroll cycle. After payroll, the agency must delete the 9400s before processing the separation action. If not, Absence in Inactive Period error occurs
 - LOAs – enter time type 9400 or approved/sick leave for the remainder of the pay period. Reason code changes should wait until after payroll
 - Promotions, Reallocations, Transfers that do not involve a decrease in annual salary should be processed before payroll corrections. If not, these can be processed after finalization and will reflect on the next payroll
 - OM Actions and OM Change spreadsheets

Thoughts? Discussion?



Training Workgroup Updates

PA Workgroup

- [PA Workgroup Synopsis as follows:](#)

https://prezi.com/nelgn3k6o2t0/edit/#2_24309637



Training Workgroup Updates

OM Workgroup

- Should OSC offer 300 level training for OM?
 - Current courses are OM200 (concepts) and OM210 (initiating actions)
 - Suggestions for additional training
 - Organizational management theories/best practices
 - Doug Genzlinger has an interactive OM workshop taught back in 2009 that could be a starting point.
 - OrgPath Objects -- Division, Sections, Sections with Branches
 - Specific training regarding the OM change spreadsheet
- Simplify and standardize instructions for the OM change spreadsheet
 - “Rule of 10” on the position transfer and supervisor change tabs can be confusing
- Recruit volunteers for OM workgroup





Questions?

